



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 7-14-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received JUL 27 1972		Application No. 218		Date Completed JUL 31 1972	
2. Agency Application No. MH 1				3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Mental Health 47 Trinity Ave. Atlanta, Georgia 30334					
				4. Person to Contact Mr DOUGLAS HAIRE		5. Working Title RMC		6. Tel. No. 656-4973	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Inclusive Dates		9. EXACT SERIES TITLE Food Service Files							
10. What function performed resulted in creation of this series These files relate to the administration of food services in State Medical and treatment facilities in Georgia.									
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any									
12.									
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers									
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)		In Storage Area(s)	
				By Annual Accumulation		This Year's	Last Year's	Preceding Year's	All Prior Years'
				AVERAGE DAILY REFERENCES					

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept _____ years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

See attached dispositions

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by

Recommendations prepared by

Approved for Division Date

Records Management Officer Date

Recommendations
in Paragraph 25
are:

☒ Approved ☐ Disapproved

Head of Agency *Charles K. Bushy MD* Date *7/17/72*

☐ Approved ☐ Disapproved

Director of Audits *William M. Dixon* Date *7-28-72*

☒ Approved ☐ Disapproved

Secretary of State Designee *Carroll Ford* Date *7-26-72*

☒ Approved ☐ Disapproved

Dept. of Law *W. J. Shell* Date *7-27-72*

Description	Disposition
Food service reporting files. Documents reflecting essential financial and operating data pertinent to hospital feeding and food operations. Included are daily records of hospital food service operations, reports, and similar or related documents.	Office performing hospital wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 2 years.
Hospital master menu files. Documents related to the planning of nutritionally adequate meals for patients on modified diets as well as regular diets. Included are copies of hospital master menus and similar or related documents.	Destroy after 1 year,
Hospital ration accounting files. Documents reflecting meals served and rations served each day. Included are ration source data worksheets, records of meals served, ration records, and similar or related documents.	Destroy after 1 year, except that ration source data worksheets will be destroyed after 3 months.
Hospital food supply files. Documents relating to the control over receipt, storage, and issue of food items and general food service supplies. Included are food receipt and consumption records, inventories of food on hand, requisitions and invoices of food obtained from the commissary, kitchen requisitions, and similar or related documents.	Destroy after 1 year,
Individual patient diet files. Documents pertaining to dietary requirements of individual patients. Included are dietary history records and similar or related documents.	Destroy when patient is released from the hospital.
Diet therapy files. Documents used in providing diet therapy to patients in hospitals. Included are diet menu plans; food code worksheets; ward diet rosters; early, late, or delayed tray rosters; nourishment and forced fluid rosters; food distribution charts; and similar or related documents.	Destroy after 3 months.
Modified diet statistics files. Documents reflecting the number of diets served by category each day. Included are modified diet records and similar or related documents.	Destroy after 1 year.
Hospital food production files. Documents related to processing meat and preparing items of food. Included are cooks' worksheets; food preparation worksheets; meat processing records; and similar or related documents.	Destroy after 3 months.

Description

Disposition

Recipe card files. Documents reflecting standardized recipes for food preparation. Included are recipe cards and similar or related documents.

Destroy when superseded, obsolete, or no longer needed for reference.

USDA Food distribution files. Documents reflecting the receipt, disposal, and inventory of commodities. Included are receipt and disbursements of funds arising from operations of the distribution program.

Destroy 3 years after close of Federal fiscal year to which they pertain.

(THIS SHALL INCLUDE ALL RECORDS INCLUDING
COOKS WORKSHEETS WHICH PERTAIN TO SURPLUS
COMMODITIES)